

Expense Reimbursement

Employee Name: Christopher Graham

Delegated authority: [Redacted]
Department (choose from drop down menu): [Redacted]

Expense Period From: 10/12/2015 To: 15/1/2016

RCT Number (Finance Use)
4763

Claim Number
81844

Itemised Expenses

DATE	TIME	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) UK £
10/12/15	1030	Coffee on the train on the way to Oxford	1	Subsistence - UK	2.55
		Lunch at Oxford station awaiting further train	2	Subsistence - UK	6.79
		Staff gratuity at Ditchley Park during two day conference - cash payment	X	Other	28.00
13/12/15	2030	Left the office to go to Brussels			
15/12/15	1545	Taxi from airport to home	3	Travel - UK	18.00
16/12/15	2255	Taxi from home to airport	4	Travel - UK	35.00
18/12/15	0540	Lunch in London (max subsistence rate)	X	Subsistence - UK	5.00
6/1/16	0950	Maximum subsistence claim allowable - receipts exceed daily allowance	5,6,7	Subsistence - UK	5.00
6/1/16		Lunch plus tip	8	Subsistence - UK	60.00
		November claim - erroneously noted as GPC expenditure			
12/1/16	1645	Food on the train on the way to London	9	Subsistence - UK	5.45
		Cash tip at hotel (dinner on first night free of charge as part of reservation)	X	Subsistence - UK	2.00
		Coffee at hotel	10	Subsistence - UK	3.00
13/1/16		Coffee in London	11	Subsistence - UK	2.45
		Coffee in London	12	Subsistence - UK	2.60
14/1/16	0900	Breakfast on train on return to Wilmslow	13	Subsistence - UK	5.49
	1340	Food on train on the way to Poole	14	Subsistence - UK	2.95
		Taxi from Poole train station to hotel	15	Travel - UK	5.00
		Supper at hotel	16	Subsistence - UK	12.90
		Coffee at conference venue after event	17	Subsistence - UK	2.10
SUBTOTAL					196.28

* No receipt
* No receipt

Mileage

Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

Miles	No. of passengers

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

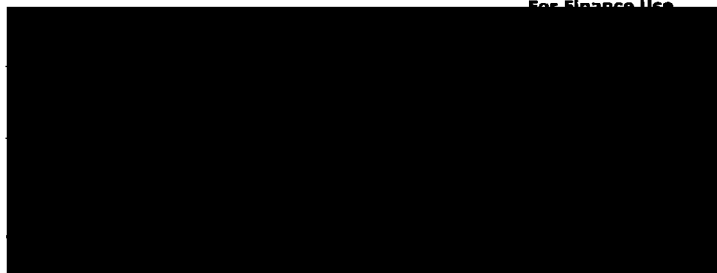
*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance: [Redacted]
TOTAL REIMBURSEMENT: 196.28
Don't forget to attach receipts!

£171.28

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@lco.org.uk by way of approval for payment



008-26001 0000
Nominal Code

PAID
9 JAN 2016
Paid Stamp

Jan

Expense Reimbursement

Employee Name: Christopher Graham

Delegated authority:

Department (choose from drop down menu):

Expense Period From: 15/12/2015 To: 16/12/2015

RCT Number (Finance Use)

4764

Claim Number

16615

Itemised Expenses

DATE	TIME	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency)
15/12/15	1545	Return rail tickets from Brussels airport to city centre for CG, Steve Wood and Hannah McCausland (6 x Euros 8.50)	1	Travel - Overseas	51.00
		Supper (Euros 17 plus tip and water)	2	Subsistence - Overseas	20.00
16/12/15		City tax for hotel reservation (paid for with GPC card)	3	Subsistence - Overseas	4.50
	2255	Supper (plus tip)	4	Subsistence - Overseas	25.00
SUBTOTAL					100.50

Mileage

Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

45 p per mile	
25 p per mile	
24 p per mile	
20 p per mile	
5 p per mile	

0.00
0.00
0.00
0.00
0.00

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance
TOTAL REIMBURSEMENT 100.50
Don't forget to attach receipts!

£74.72

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

For Finance Use

26002

008 - 26001 0000
Nominal Code

PAID
Paid Stamp

Rate 1.3451

Expense Reimbursement

Employee Name: Simon Entwisle

Delegated authority:

Department (choose from drop down menu):

Expense Period	From:	11/12/2015
	To:	

RCT Number
(Finance Use)

4762

Claim Number

3352

Itemised Expenses

DATE	TIME	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency) UK £
	Depart	Arrive			
11.12.15	07:45			Travel to meeting with Gambling Commission, Birmingham	
11.12.15		17:15	1	Other Car Parking	6.50
			2	Subsistence - UK	3.85
15.12.15			3	Purchase of Apple keyboard and pencil	
				ICO GPC declined - used personal credit card (email receipt attached)	218.00 ✓
21.12.15	06:30			Travel to Edinburgh Office for interviews	
			4	Refreshments	Subsistence - UK 5.00
			5	Tram from airport to office	Travel - UK 8.00
		21:15	6	Parking at Manchester Airport	Other Car Parking 38.00
04.01.16			7	Purchase of annual Senior Railcard (which will be used for business travel)	Travel - UK 30.00
06.01.16	05:40		8	Travel to London for meeting with DCMS	Subsistence - UK 4.40
		18:50	9	Car parking at Stockport Station	Other Car Parking 6.50
18.01.16	08:45	19:40		Travel to London to attend DCMS GDPR Roundtable event	
			10	Subsistence - UK	3.80
				SUBTOTAL	324.05

Mileage

Car miles claimed (Standard Rate)*

Car miles claimed (Public Transport Rate)

Motorcycle miles claimed

Bicycle miles claimed

Passenger rate

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance	
TOTAL REIMBURSEMENT	324.05

Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

For Finance Use

008 - 26001 0000

Nominal Code

~~604~~- 30009. 00

PAID

29 JAN 2016

Paid Stamp

Y £106.05
£218.00